



JOB DESCRIPTION

Job Title:	Secondary Principal
Department:	Administrative Team
Reporting to:	Superintendent
Number of direct reports:	Divisional faculty and staff
Location:	Hoa Lac boarding campus

Position overview

The Secondary Principal is responsible for the successful operation of the division. This includes all activities involving students, teachers, staff, and parents with the end goal of optimizing student success. The Secondary Principal works closely and collaborates effectively with the Director of Boarding to provide a caring, safe and nurturing environment.

As a member of the Senior Leadership Team, the Secondary Principal takes part in the articulation and realization of the school mission, vision and values. The Principal also contributes to the development of the overall TH School system.

Key responsibilities

- Serve as the day to day educational and operational leader for the secondary division;
- Oversees curriculum planning, design, and review;
- Monitors and evaluates instruction and assessment to ensure high-quality teaching and learning.
- Ensures the holistic development of academic, social, emotional and physical health is achieved;
- Develops and monitors the schedule of classes including student timetables, teacher assignments, and staffing requirements;
- Collaborates in the development and administration of all policies relating to students, including but not limited to, behavior management, academic standards, technology use, student support, and students-led activities;
- Ensures that the Vietnamese Studies program is fully articulated to all foreign and host national students;
- Works collaboratively to assist the Director of Boarding in maintaining a safe and caring boarding environment (physically and emotionally) for students;
- Oversees extra-curricular activities and programs;
- Develops and maintains responsive classroom practices and promotes a positive school climate and culture;
- Prepares the division action plan that aligns with the School's strategic goals;

- Develops and monitors the divisional budget;
- Participates in the hiring process to select high-quality teachers and staff;
- Monitors faculty and staff performance, actively observes classes, oversees faculty goal setting and evaluation;
- Works collaboratively with the administrative team and faculty to provide appropriate professional development opportunities;
- Communicates effectively with all stakeholders to ensure accurate information is disseminated to the TH community;
- Is open to discussion/feedback and proactively addresses issues of concern in a timely manner;
- Ensures that all teachers and staff promote TH School values, vision, and mission;
- Engages parents collaboratively to enrich the student learning experience;
- Inspires trust in order to establish positive and collaborative relationships with and between all stakeholders: students, faculty and staff, parents;
- Other reasonable duties as assigned by the Superintendent needed to support the effective operation of the division.

Position requirements (Preferred):

- Master's Degree
- Principal certification or the equivalent;
- Prior leadership experience at the secondary level in an international school setting;
- Proven experience as a teacher and forward thinking educator;
- Extensive background in secondary school curriculum, pedagogy, and student management;
- Strong organizational and communication skills;
- Enthusiasm with a "can do" attitude
- Ability to work independently as well as collaboratively;
- Technologically able

If you are interested in this position and meet the criteria, please apply via email by contacting:

Pete Kennedy
 Superintendent of Schools
 TH Education Group Vietnam
 Email: superintendent@thschool.edu.vn
 Website: www.thschool.org

Please provide:

- ⇒ Professional CV including employment history, education, and qualifications
- ⇒ A letter of interest outlining the strengths and skillset you can bring to the position
- ⇒ Contact details of three professional referees

The deadline for applications is **December 15, 2019**. If an outstanding candidate is available TH School reserves the right to make an appointment before the application

deadline. Shortlisted candidates will receive additional information regarding next steps in the application process.

TH School is deeply committed to diversity among our staff, and applicants of diverse backgrounds are strongly encouraged to apply.